

*Office of the City Manager*

# Memorandum



To: Honorable Mayor and City Council  
Through: Jan Dolan, City Manager  
From: Brent Stockwell and Natalie Lewis, Assts. to the Mayor and Council  
Date: November 1, 2004  
Re: Board and Commission Appointment Process

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Councilman Ecton requested that staff create options for the Board & Commission member selection process with the goal of doing proper due diligence on all applicants, ensuring a fair and equitable process, and assisting the Council in making informed decisions about applicants.

## Background

The city's current process is:

1. Applications are received by the City Clerk's Office. Basic eligibility of applicant based on the City Charter residency requirement is checked by the City Clerk's Office.
2. The City Clerk's Office summarizes the qualifications of each applicant.
3. Applications and summaries are reviewed by the City Manager's Office for accuracy, and provided to the Council by the City Clerk's Office prior to the Council meeting in which the nominations will be considered.
4. Nominations are accepted from the floor and approved by a majority of the City Council at a public meeting; in addition, City Council has the option of discussing applications in Executive Session.

## Benchmarking

A survey of other Arizona cities was conducted with responses received from fifteen cities. The options used by other cities include:

- Any member of the Council can nominate candidates and the entire governing body votes to approve individual board members. Each board or commission has an option of making recommendations for appointments, which are submitted to the Council prior to the Council meeting (Flagstaff)
- Board or Commission makes recommendations; subject to Council approval (Benson, Marana)
- Council evaluation on selected criteria (Education, Work Experience, Civic Involvement) with top candidate appointed (Yuma)
- Council interviews candidates at Council meeting and makes appointment (Apache Junction, Fountain Hills, Marana for P& Z only, Show Low)
- Council subcommittee makes recommendations; subject to Council approval (Gilbert, Peoria, Prescott Valley)

- Mayoral review and appointment; subject to Council approval (Mesa, Phoenix, Queen Creek, Wickenburg).
- Panel comprised of board chair, staff liaison, and councilmember interviews applicants and makes recommendation to Council (Clarkdale)

Other options used by other cities outside of Arizona include: (a) each member of the council appoints one board member; (b) the city manager nominates board members and the council confirms the nomination; (c) any member of the council can nominate candidates and the entire council votes to approve individual board members or a slate of candidates\*; or (d) staff prepares a slate and council approves, rejects or modifies the slate.

\* This (c) is the closest option to our current process in Scottsdale.

### Proposed Changes

The following process has been developed to meet the criteria outlined by Councilman Ecton (due diligence, fair & equitable process, and assist Council in informed decision). The following is presented for your consideration.

1. At a regular Council meeting, council members would recommend selected applicants for interviews.
2. Those selected for interviews would be asked to attend a work study session at 4:00 p.m., immediately prior to the next regular City Council meeting. The City Council would convene in the Kiva Conference Room to interview selected applicants for board and commission appointments. This process would be limited to one hour.

Nominees would be asked to introduce themselves, provide a brief statement on their background and experience, and be available to answer questions from the City Council. Each nominee would be asked to briefly respond to the following during a three-minute period:

- Name, address, how long they have lived in Scottsdale.
  - Why they want to serve on the board or commission.
  - How their experiences (education/professional/volunteer) qualify them to serve on the board/commission.
  - What they think is the top issue facing the board or commission they are interested in serving on, and what their approach would be to addressing that issue.
3. At the regular Council meeting, immediately following this work study session, council members would vote on those interviewed to appoint them to the applicable board or commission.

Please advise the City Manager's Office at (480) 312-2422 if there is more information you need, or if you would like a more detailed staff briefing on this effort. Thank you.

c: Jan Dolan, City Manager  
Joe Bertoldo, City Attorney  
Carolyn Jagger, City Clerk